

**TOWN OF SOMERS, CONNECTICUT
REQUEST FOR PROPOSAL
Mowing & Trimming of Town Parks and Fields**

Bid Opening Date

Sealed proposals for the project named above will be received at the office of the Chief Financial Officer until 11:00 a.m. on March 10, 2010. Thereafter, proposals will be opened in public.

Specifications and proposal documents may be obtained from the Public Works Department 97 Egypt Road, Somers, CT 06071 or by calling Paula LaFrance at Phone (860) 763-8238, email publicworks@somersct.gov.

The Town of Somers reserves the right to accept or reject any, all, or any part of the proposals, to waive formalities or informalities, and to award the proposal deemed to be in the best interests of the Town.

Gregory Simmons, CPA
Chief Financial Officer
EOE/AA

**TOWN OF SOMERS, CONNECTICUT
REQUEST FOR PROPOSAL STANDARD INSTRUCTIONS**

**Mowing & Trimming of Town Parks and Fields
Bid Opening Date**

1. INTRODUCTION

The Town of Somers is soliciting proposals for the above named project.

2. KEY EVENT DATES

Advertisement of Request for Proposal	February 10, 2010
Mandatory walk through of sites	February 24, 2010 10:00a.m.
Public RFP Opening	March 10, 2010 11:00 a.m.
Contract Awarded (no later than)	March 24, 2010
Commencement of Work (no later than)	April 1, 2010

3. PROPOSAL SUBMISSION INSTRUCTIONS

- A. Three (3) copies of all proposals must be submitted in a sealed envelope clearly marked **RFP Mowing and Trimming of Town Parks and Fields**. If forwarded by mail or courier, the sealed envelope must be addressed to "Chief Financial Officer, Town of Somers, 600 Main Street, Somers, Connecticut 06071". Proposals must be at the office of the Chief Financial Officer by the time of the Public Opening date noticed in Section 2 titled Key Event Dates. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first proposal is publicly opened will NOT be accepted.
- B. Ditto marks or words such as "SAME" on the RFP Form are NOT considered writing and must not be used.
- C. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. The person signing the RFP must initial corrections.
- D. Proposals are considered valid for one hundred twenty (120) days after proposal(s) are opened. Proposals may not be withdrawn, cancelled or modified for a period of one hundred twenty (120) days after proposal(s) are opened.
- E. RFPs must be signed by an authorized person representing the legal entity of the company.
- F. The inability to meet any specified requirement(s) must be stated in writing and attached to the RFP form, or written on the RFP form.
- G. Questions related to this Request for Proposal or requests for clarification of any section of this document must be submitted to the Office of the Chief Financial Officer, 600 Main Street, Somers, CT 06071 in writing. Any substantive changes or interpretations will be issued by the Town in writing as an addendum. The Town will not respond to questions received within 7 days prior to the opening of the RFP.

4. PRESUMPTION OF BEING FULLY INFORMED

At the time the first proposal is opened, each company is presumed to have read and be thoroughly familiar with all RFP and contract documents for this project. Failure or omission of the company to receive or examine any information shall in no way relieve any company from obligations with respect to their proposal.

5. INTERPRETATION OF ACCEPTABLE WORK

The specifications, RFP and contract documents are to be interpreted as meaning those acceptable to the Town of Somers. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.

6. TAX EXEMPTIONS

The Town of Somers is exempt from Federal and State taxes. Companies shall avail themselves of these exemptions.

7. INSURANCE

The company awarded this proposal must provide a current Certificate of Insurance to the Chief Financial Officer PRIOR to commencement of work, with the following requirements:

- a. Errors & Omissions policy with a per occurrence limit not less than \$1,000,000
- b. Comprehensive Crime and Employee Dishonesty policy with a per occurrence limit not less than \$1,000,000
- c. Contractual liability, \$1,000,000 per occurrence
- d. Worker's Compensation, as required by Connecticut State statutes.
- e. The "Town of Somers" is to appear as an additional insured on all Certificates of Insurance.
- f. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut.
- g. All insurance may not be canceled or modified without sixty (60) days written notice by registered U.S. Mail to "Director of Finance, Town of Somers, 600 Main Street, Somers, Connecticut 06071".
- h. The insurance company's rating should be no less than A-VII by A.M. Best.

8. FAIR EMPLOYMENT PRACTICES

The company agrees not to discriminate against any employee or applicant for employment in the performance of this proposal's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, color, religious creed, age, marital or civil union status, national origin, ancestry, sex mental retardation, physical disability or sexual orientation, or other condition prescribed by State or Federal law.

9. AWARDING THE RFP

The Town will consider the following criteria when awarding the RFP: cost and professional services; history with other municipalities and athletic organizations; reference checks; fertilization program (organic preferred).

The Town of Somers reserves the right to accept or reject, any, all, or any part of the proposals, to waive formalities or informalities, and to award the proposal deemed to be in the best interests of the Town.

It is the Town's policy to not award contracts to those who owe Town of Somers prior year(s) property taxes.

The "Contract Award" date in section 2. titled Key Event Dates is the date the RFP is anticipated to be awarded. It is not a date certain.

The lowest priced proposal is NOT the sole determining factor when awarding this RFP.

SERVICES SOUGHT

The Town of Somers, incorporated in 1734, is a suburb consisting of 28.7 square miles and located approximately 24 miles from Hartford to the southwest, 10 miles from Springfield, Massachusetts to the northwest, 7 miles from interstate 91 to the west and is in the north central part of the state with a population as of June 30, 2009 or 10,894. Bradley International Airport is 18 miles from the town.

General Description:

The Town of Somers is accepting bids for field maintenance during the mowing season commencing April 1 and ending November 15th of 2010. Maintenance to include mowing and string trimming of fields as detailed below. Payment based on monthly maintenance versus individual maintenance activities. In addition, the Town is looking for separate quotes on: spring clean up of the fields and general park areas; and a fertilization program using organic fertilizer.

Fields:

Field Road Parks	Once per week
Sokol Road Field	Once per week
Fire Department Field	Once per week
Somersville and Playgrounds	Once per week
Field Road Gravel Bank	Once per week
Town Hall Field	Once per week
Tots Soccer Field	Once per week

Baseball & Softball Fields: April 1-June 30, September 1-November 15

Field Road	Twice per week
Sokol Road	Twice per week
Fire Department	Twice per week
Town Hall Field	Twice Per week

Grass Height

To be maintained between one to two inches when measured on Saturday game days. Should the mowing of grass create noticeable clippings, mowing must be completed in a manner whereby excessive clippings are not present on the marked playing field.

Grass within Goal Area (including the Goal frame) to be maintained at relative same height as field including area directly next to Goals.

Line Painting and Other Maintenance

All painting, line stripping and other maintenance shall be preformed by the Town of Somers Public Works Department. The Town of Somers Public Works Department may supplement contract mowing activity if conditions require. Any supplemental activity does not release contractor from the terms of this agreement.

General Field Maintenance Requirements

All mowing to occur prior to 4:00PM during the week and any weekend maintenance cannot occur on fields where players/teams are either conducting a practice or playing a game.

Contractor shall work in cooperation with the Town of Somers Public Works Department to allow line stripping and other maintenance to be completed during normal working hours of 7:00am to 3:30pm Monday thru Friday excluding Holidays as athletic activities require.

Successful contractor will be held liable for any damage to nets or goals caused by mowing.

The successful bidder will have uniformed staff operating in clearly recognizable company vehicles.

Invoicing

Invoice to be submitted monthly during the seasons. Invoice to specify the maintenance time period, not number of fields mowed.

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I the undersigned "Contractor", agree to comply the all requirements and specifications as noted within the above detailed bid document. I also agree to hold harmless the Town of Somers and it employees from any all claims from any injuries resulting from the performance of the duties stipulated in the "Bid".

Bid

Bid for Field Maintenance for 2010 Season

April	\$ _____
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____
November	\$ _____
Spring Clean Up of Fields and Parking Areas	\$ _____
Organic Fertilization Program	\$ _____
Total Bid Amount	\$ _____

Note: No additional surcharges to be reimbursed.

Interested responders should submit three (3) copies to: Gregory Simmons, CFO, Town of Somers, 600 Main Street, Somers, CT 06071 by 11:00 am on March 10, 2010 and include the following:

1. Background and experience of individual or firm, including a list of current clients.
2. List of personnel to be assigned to the Town of Somers including name, address, phone number and years of experience.
3. The proposed rate or fee on an hourly basis for any work outside the stated areas above that the Town may contract separately.
4. Three references of current clients with names and contact information.
5. Completion of the proposed rates in the format provided.

The Town may interview responders prior to making a decision.

**TOWN OF SOMERS, CONNECTICUT
AUTHORIZATION FORM**

Under penalty of perjury and other remedies available to the Town of Somers, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this contract it is agreed this forms a contractual obligation to provide services at fees specified in this RFP Form, subject to and in accordance with all instructions, proposal and contract documents, including any addenda, which are all made part of this proposal.

Signature of Authorized Person

Date

Printed Name of Authorized Person

Company Title of Authorized Person

Name of Company

Federal ID Number

Address of Company

Address of Company

City, State, and Zip Code

Telephone Number

Facsimile Number

E-Mail Address

END OF PROPOSAL FORM